



# **VA TMS Quick Reference Guide**



**Talent  
Management  
System**

May 20, 2016 (Updated)

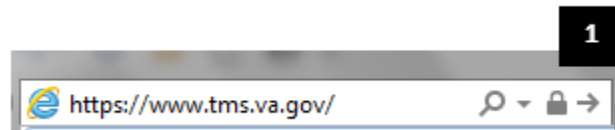
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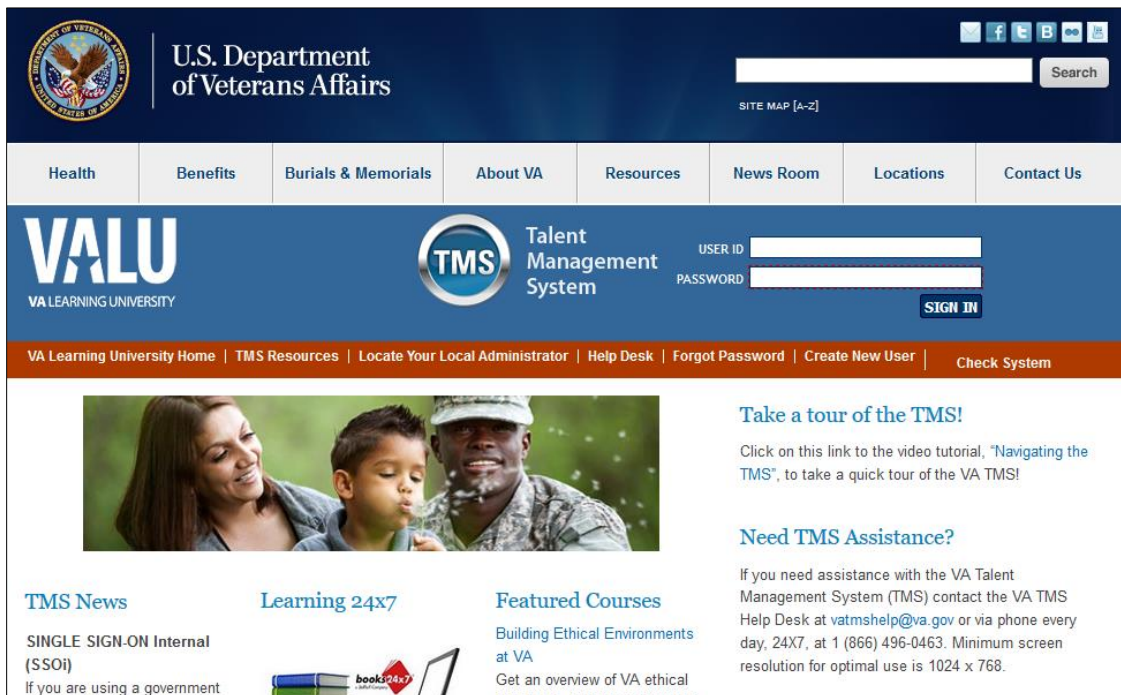
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## Access the VA TMS

1. Enter <https://www.tms.va.gov> into your Web browser address field and press **Enter**.



2. The VA TMS sign-in page will display. You have successfully accessed the VA TMS.



## Sign In to the VA TMS as a New User

1. On the VA TMS sign-in screen, enter your **User ID** in the User ID field. (**Note:** Review Helpful Hint below.)
2. Enter **NewTMSPW#123** in the Password field. This is your temporary password, which you will be prompted to change. (**Note:** Review “Create a New Password” below.)
3. Select **Sign In**. You have successfully signed in to the VA TMS as a new user.



The screenshot shows the VA TMS sign-in interface. At the top, there are navigation tabs: Business, About VA, Media Room, Locations, and Contact. Below these is a blue header area with the TMS logo and the text 'Talent Management System'. To the right of the logo are two input fields: 'USER ID' and 'PASSWORD', both outlined in red. A red box around the 'SIGN IN' button is also outlined in red. Three numbered callouts are present: '1' points to the 'USER ID' field, '2' points to the 'PASSWORD' field, and '3' points to the 'SIGN IN' button. Below the sign-in area is an orange footer bar with links: 'Create Your Local Administrator', 'Help Desk', 'Forgot Password', 'Create New User', and 'Check Status'.

### Helpful Hint:

Your user ID is in this format: LASTNAME.FIRSTNAMEmmdd (e.g., SMITH.JOHN0501)

- LASTNAME = Your last name, with no hyphen, followed by a period (.)
- FIRSTNAME = Your first name
- mm = The two-digit month of your birth (January = 01, June = 06, December = 12)
- dd = The two-digit day of your birth (01, 15, 30)

## Create a New Password

After signing in with the temporary password, the **Password Expired** page appears and you must follow the steps below to create a new password:

1. Create a new password and enter it in the **New Password** textbox (**Note:** Review Helpful Hint below).
2. Enter your new password again in the **Verify Password** textbox.
3. Select **Apply Changes**. You have successfully created a new password.

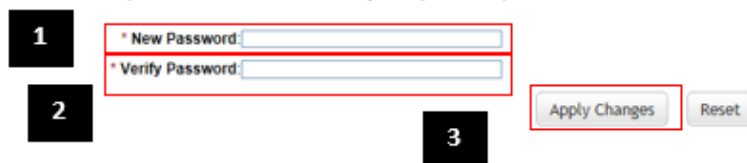
### Password Expired

User Password has expired. Please Change User Password.

\* = Required Fields

In order to comply with Federal Risk and Authorization Management Program (FedRAMP) requirements, TMS has to adjust our password requirements as of May 30, 2015. Passwords must now be a minimum of 12 characters in length, changed every 60 days, and not the same as any of your last 24 passwords. Please create your new password with these requirements in mind, along with the others listed below:

- The length of the password must be between 12 and 20 characters.
- The password must contain the following types of characters:
  - a. English lowercase letters.
  - b. English uppercase letters.
  - c. Arabic numerals(0,1,2...9).
  - d. Non alphanumeric special characters (!@#\$%^&\* \_+=\{}[]<>?/";:~|)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be the same as any of the previous 24 passwords.



The screenshot shows a web form titled "Password Expired". It contains two text input fields: "\* New Password:" and "\* Verify Password:". Below these fields are two buttons: "Apply Changes" and "Reset". Three black boxes with white numbers are overlaid on the form: "1" is next to the "New Password" field, "2" is next to the "Verify Password" field, and "3" is next to the "Apply Changes" button.

### Helpful Hint:

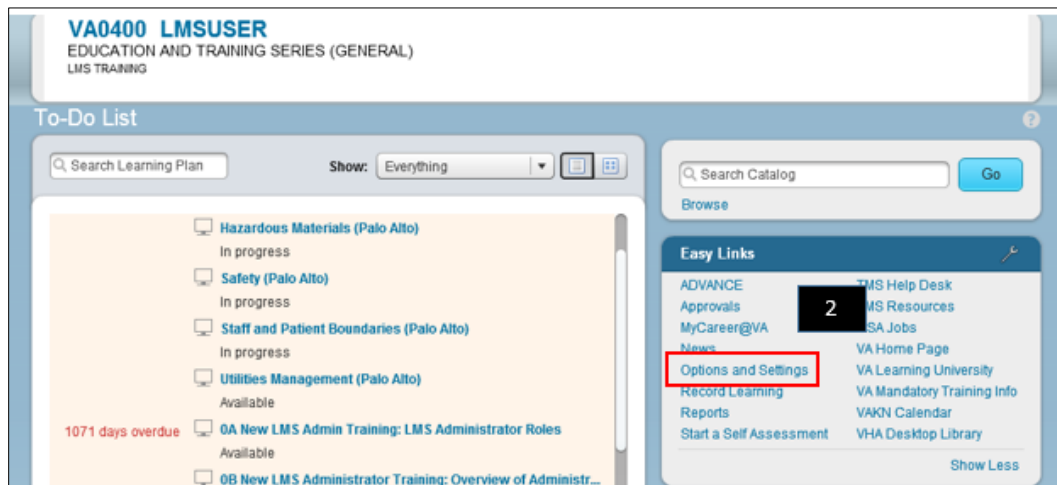
To meet VA strong password rules, your password must:

- Be between 12 and 20 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
  - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
  - Special character (e.g., !@#\$%^&\*()-\_+=\{}[]<>?/";:~|)
  - Not contain your user ID, first name, or last name

## Create Your Security Questions and Answers

**Note:** You should be prompted to establish your security questions and answers when you change your password. However, if you are not, follow these steps.

1. Navigate to the **User** home page.
2. Select the **Options and Settings** easy link.



3. On this page, you can create your security questions and answers. Select the **drop-down arrow** of the first security question.

### Update Account Security Information

\* = Required Fields

**Password:** \*\*\*\*\*

\* **Question 1** What is the name of your favorite childhood friend? ▼ 3

\* **Response**

\* **Confirm Response**

\* **Question 2** In what city or town was your first job? ▼

\* **Response**

\* **Confirm Response**

4. Select a new security question from the drop-down list.

### Update Account Security Information

\* = Required Fields

Password:

\* Question 1  What is the name of your favorite childhood friend?  
 \* Response  In what city does your nearest sibling live?  
 \* Confirm Response  What street did you live on in third grade?  
 \* Question 2  In what city or town was your first job?  
 \* Response  What is your oldest sibling's middle name?  
 \* Confirm Response  What is your oldest cousin's first name?  
 In what city or town did your mother and father meet?  
 In what city did you meet your spouse - significant other?  
 What was the name of your first stuffed animal?  
 What is the first name of the boy or girl that you first kissed?

5. Enter a response and confirm your response. (**Note:** Your response is case sensitive.)

### Update Account Security Information

\* = Required Fields

Password:

\* Question 1  What street did you live on in third grade?  
 \* Response   
 \* Confirm Response   
 \* Question 2  In what city or town was your first job?  
 \* Response   
 \* Confirm Response

6. Select the **drop-down arrow** of the second security question.

### Update Account Security Information

\* = Required Fields

Password:

\* Question 1  What is the name of your favorite childhood friend?  
 \* Response   
 \* Confirm Response   
 \* Question 2  In what city or town was your first job?  
 \* Response   
 \* Confirm Response

7. Select a new security question from the drop-down list.

### Update Account Security Information

\* = Required Fields

Password: \*\*\*\*\*  
 \* Question 1 What street did you live on in third grade?  
 \* Response .....  
 \* Confirm Response .....  
 \* Question 2 In what city or town was your first job?  
 \* Response .....  
 \* Confirm Response .....

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What is the name of your favorite childhood friend?  
 In what city does your nearest sibling live?  
 What street did you live on in third grade?  
 What is your oldest sibling's middle name?  
 What is your oldest cousin's first name?  
 In what city or town did your mother and father meet?  
 In what city did you meet your spouse - significant other?  
 What was the name of your first stuffed animal?  
 What is the first name of the boy or girl that you first kissed?

8. Enter a response and confirm your response. (**Note:** Your response is case sensitive.)
9. Select **Apply Changes**. You have successfully updated your security questions.

### Update Account Security Information

\* = Required Fields

Password: \*\*\*\*\*  
 \* Question 1 What street did you live on in third grade?  
 \* Response .....  
 \* Confirm Response .....  
 \* Question 2 In what city or town was your first job?  
 \* Response .....  
 \* Confirm Response .....

8

9

Apply Changes

Reset

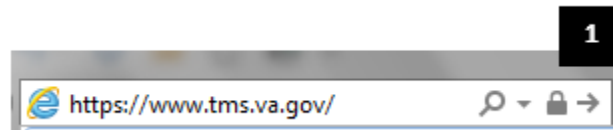
### Helpful Hint:

- Your security answer is case-sensitive



## Sign In and Out of the VA TMS as an Established User

1. Enter <https://www.tms.va.gov> in your Web browser address field and press **Enter**.



2. On the VA TMS sign-in page, enter your **User ID** in the User ID field.
3. Enter your **password** in the Password field.
4. Select **Sign In**.

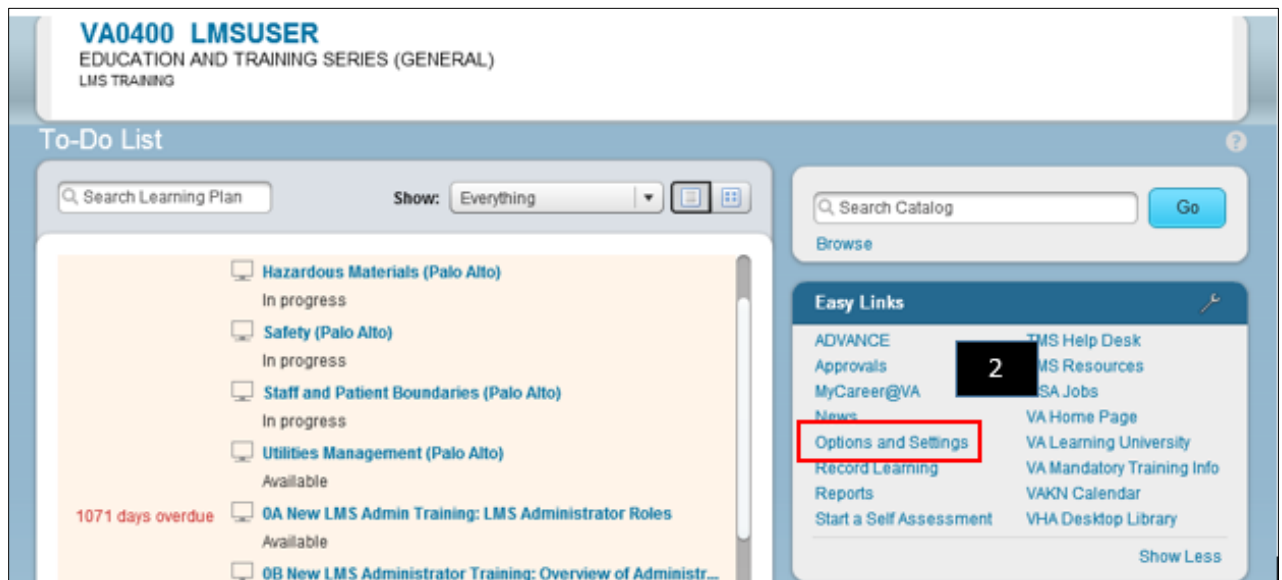


5. To end your current session and sign-out of the VA TMS, select **Sign Out** in the upper right corner of any VA TMS page. You have successfully signed in and out of the VA TMS as an established user.



## Change Your Password

1. Navigate to the **User** home page.
2. Select the **Options and Settings** easy link.



3. On this page, you can update your account security information. Select **Password**.

### Update Account Security Information

\* = Required Fields

**Password:** \* 3

\* Question 1 What is the name of your favorite childhood friend?

\* Response

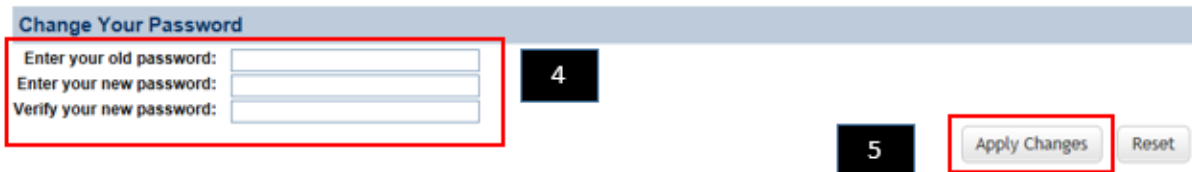
\* Confirm Response

\* Question 2 In what city or town was your first job?

\* Response

\* Confirm Response

4. Enter your **old password**. Enter your **new password** and then **verify** it. Be sure to follow the password requirements listed on this screen.
5. Select **Apply Changes**. You have successfully changed your password.



### Helpful Hint:

To meet VA strong password rules, your password must:

- Be between 12 and 20 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
  - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
  - Special character (e.g., !@#\$%^&\*()-\_+=\{\}\[\]<>?/";:~\|)
  - Not contain your user ID, first name, or last name

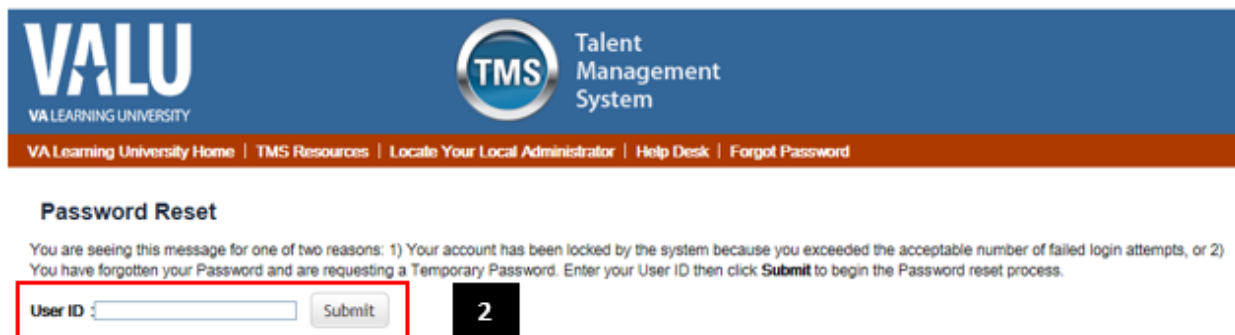
## Reset a Forgotten Password

**Note:** The VA TMS will become locked if you attempt to log in with an incorrect password too many times. You can follow these steps to reset your forgotten password before your account becomes locked.

1. Select the Forgot Password link on the VA TMS sign-in page.



2. Enter your **User ID** in the textbox and select **Submit**.





3. Enter responses to your security questions and select **Submit**.

Answer the Security Question then click Submit.

Note: Fields marked with \* are required

Security Question : What is the name of your favorite childhood friend?

\* Security Answer :

Security Question : What street did you live on in third grade?

\* Security Answer :

Submit

4. Enter a new password.
5. Verify the new password.
6. Select **Apply Changes**. You have successfully reset a forgotten password.

**Password Expired**

User Password has expired. Please Change User Password.

\* = Required Fields

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  - b. English uppercase letters.
  - c. Arabic numerals(0,1,2,...9).
  - d. Non alphanumeric special characters (!@#\$%^&\* \_+=(){}|'";?.,/)
- Characters cannot be repeated more than twice in a row.
- The password cannot contain user name (login ID).
- The password cannot contain user's first name and last name.
- The new password cannot be the same as any of the previous 24 passwords.

\* New Password:

\* Verify Password:

Apply Changes Reset

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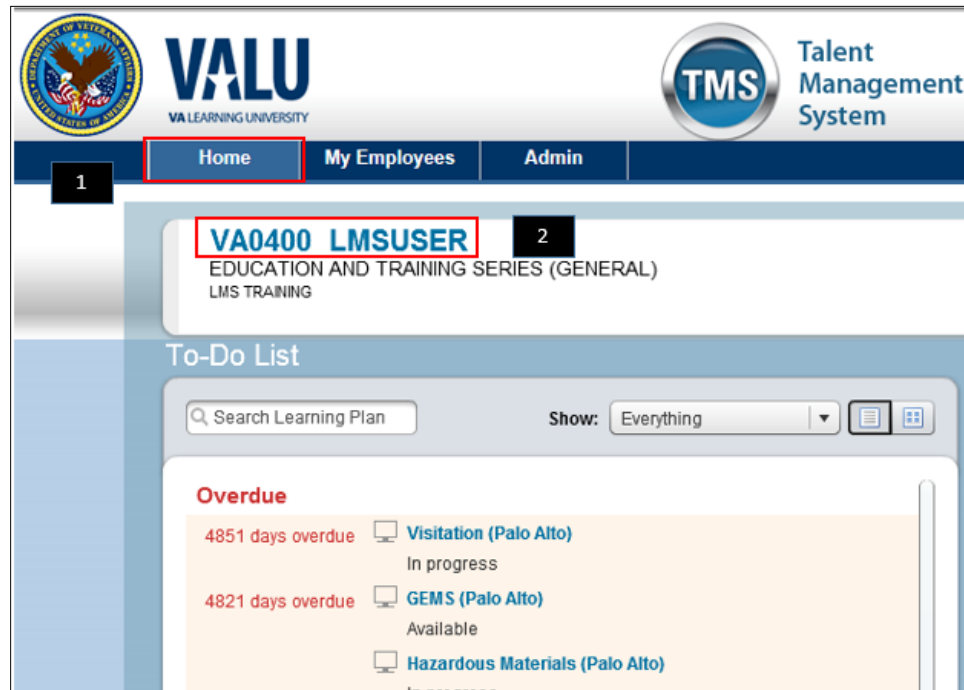
**Helpful Hint:**

To meet VA strong password rules, your password must:

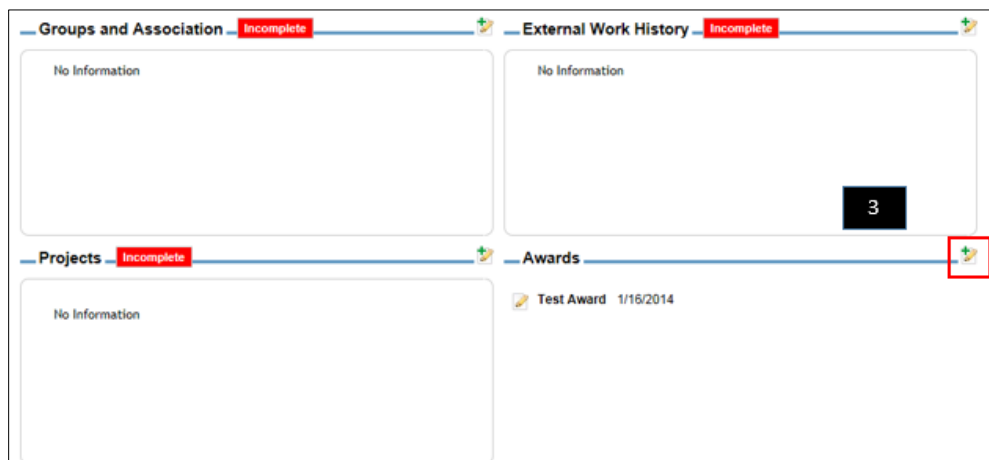
- Be between 12 and 20 characters long
- Contain both uppercase and lowercase letters, and at least one of the following:
  - Arabic numeral (e.g., 0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
  - Special character (e.g., !@#\$%^&\*()-\_+=\{}[]<>?/";:~|)
  - Not contain your user ID, first name, or last name

## Update Your Talent Profile

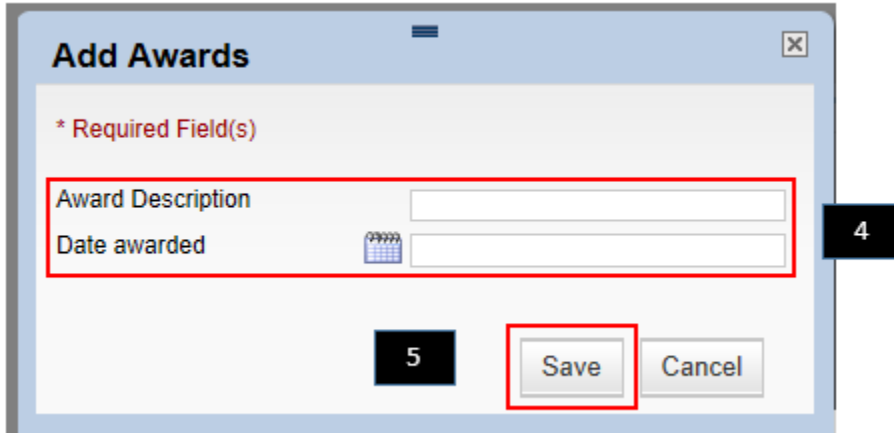
1. Navigate to the **User** home page.
2. Select your **User Name** link.



3. This page displays your talent profile. You can edit any section that has a pencil icon next to it. For example, select the **pencil icon** next to Awards.




4. Add an **Award Description** and **Date Awarded**.
5. Select **Save**. You have successfully added an award to your talent profile. Continue to add information to your talent profile by selecting the pencil icon in the different areas.





## Add a Supervisor

1. Access your talent profile (by selecting your name link on the home page) and select the **pencil icon** on the right, next to **Employee Information**.


**Employee Information** 

User ID:	LMSUSER.V0400	1
Employee Type:	VA Employee	
Employee Status:	Full Time	
Number of Direct Reports:	1	
Domain:	Load Test Domain	
Role:	System Default User Role	


2. Select the **Supervisor ID magnifying glass icon**.

**Edit Employee Information**

\* Required Field(s)

Supervisor ID  2

Resume Location

Coach ID 

Summary Statement

3990 characters remaining

eProfile ID:

Save Cancel



3. Enter your search criteria and select **Search**.

**Search Users**

Enter a value for each field that you want to use to filter your search. Click Search to display the results.

Case sensitive search: ☐ Yes ☒ No

User ID: Starts With

Last Name: Starts With

First Name: Starts With

Middle Initial: Starts With

Role ID: Starts With

User Status: ☒ Active ☐ Not Active ☐ Both

Profile Status: ☐ Active ☐ Expired ☒ Both

Status: ☐ Locked ☐ Unlocked ☒ Both

Email Address: Starts With

Domains: Starts With

Employee Types: Starts With

Position ID: Starts With

Native Deeplink User: ☐ Yes ☐ No ☒ Both

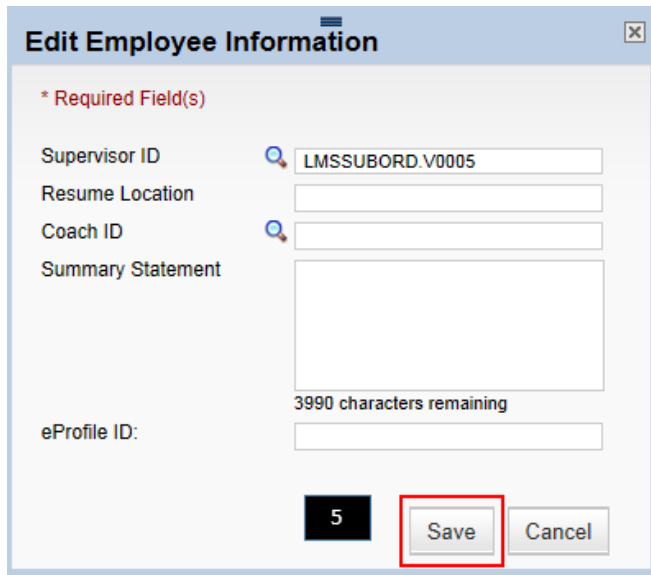
**3**

**Search** **Reset**

4. Select the correct supervisor from the search results.


View Users Results						
User ID	User Name	Domain ID	Job Location	Organization ID	Emp Type	
LMSSUBORD.V0002	LMSSUBORD, VA0002	TEST	82	TEST.040	<b>4</b>	Select
LMSSUBORD.V0003	LMSSUBORD, VA0003	TEST	82	TEST.040		Select
LMSSUBORD.V0004	LMSSUBORD, VA0004	TEST	82	TEST.040	1	Select
LMSSUBORD.V0005	LMSSUBORD, VA0005	TEST	82	TEST.040	1	Select
LMSSUBORD.V0006	LMSSUBORD, VA0006	TEST	82	TEST.040	1	Select
LMSSUBORD.V0007	LMSSUBORD, VA0007	TEST	82	TEST.040	1	Select
LMSSUBORD.V0008	LMSSUBORD, VA0008	TEST	82	TEST.040	1	Select
LMSSUBORD.V0009	LMSSUBORD, VA0009	TEST	82	TEST.040	1	Select
LMSSUBORD.V0010	LMSSUBORD, VA0010	TEST	82	TEST.040	1	Select

5. Select **Save**. You have successfully added a supervisor to your talent profile.




**Edit Employee Information**

\* Required Field(s)

Supervisor ID  LMSSUBORD.V0005

Resume Location

Coach ID 

Summary Statement

3990 characters remaining

eProfile ID:

5 Save Cancel

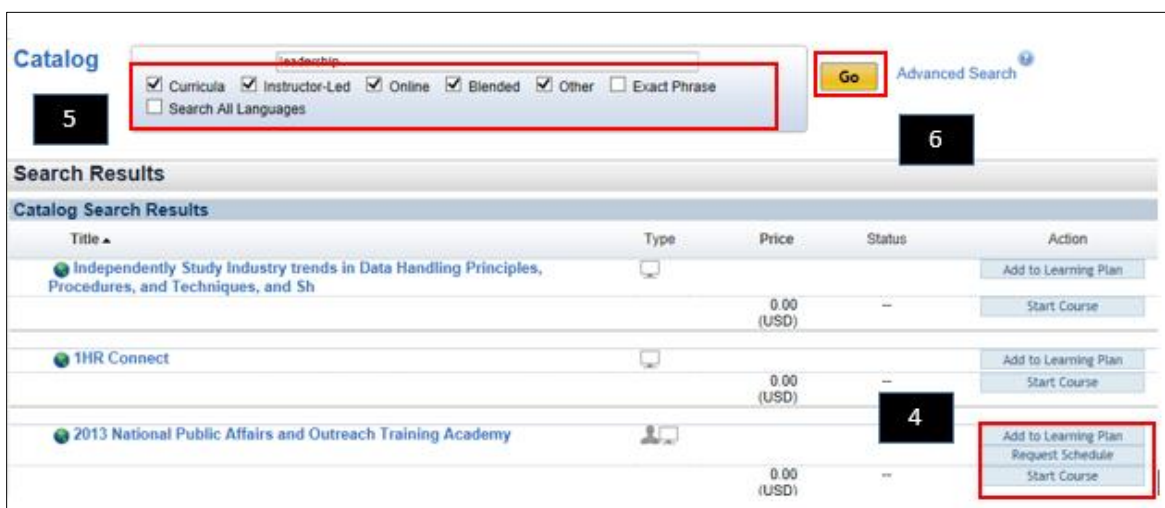
## Search the VA TMS Catalog

### Conduct Keyword Searches

1. Navigate to the **User** home page, where there is a textbox for conducting keyword searches in the VA TMS catalog.
2. Enter letters or words in the textbox to return all catalog items containing that information.
3. Select **Go**.



4. From this screen, you can add items to your To-Do List, request schedules, and launch online content. **NOTE:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
5. Refine your search by selecting or deselecting the different types of training listed at the top of the screen.
6. Select **Go**.



7. Select **Advanced Search** to conduct a more in-depth search of the VA TMS catalog.

8. Select **Keywords** for your advanced search.
9. Enter **advanced search criteria** using the drop-down lists and select links.
10. Select **Search**. You have successfully conducted a keyword search in the VA TMS.

### Helpful Hints:

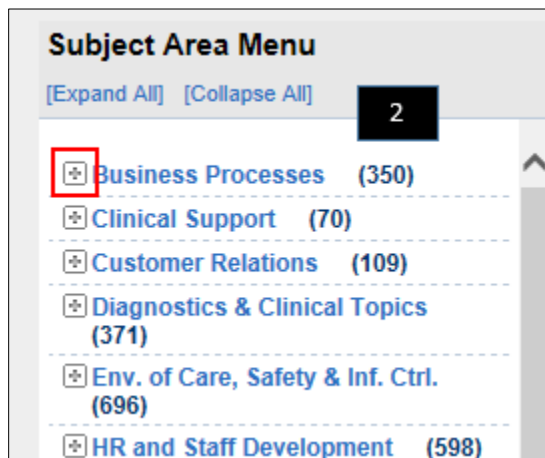
- Be as specific as possible when entering your search criteria.
- Look for learning items by item number for faster and easier searches.

## Browse the VA TMS Catalog

1. In addition to conducting keyword searches, you can also browse the VA TMS catalog. Select **Browse** on your home page.



2. Select the **plus sign** to view all topics under a particular subject area.



3. Select a **topic** to display all related catalog items.





4. Select **Calendar of Offerings**.

Browse Catalog **Calendar of Offerings** 4

**Subject Area Menu**  
[Expand All] [Collapse All]

- Business Processes (350)
  - Acquisition & Procurement (114)
  - Body Mechanics (1)
  - Budgeting/Finance (138)
  - CARES (Capital Asset Realignment) (1)
  - Coding (11)
  - Compliance (108)
  - Contract Officer Training (23)
  - Contracting (80)

**Items**  
Acquisition & Procurement (114)

**Contracting with Small Business Conc**

Description : This course defines and describes f  
underst [More »](#)

Length: 8.00 Status: --

Cost: See Offerings

Schedule Offerings

Description	Start Date/Time	Location
No	5/19/2014 08:00 AM	VA Acq
Description	America/New York	7485 Ne 21703 - Fedex

5. This screen displays all scheduled offerings of the topic you've selected according to date. Select **Month**, **Week**, or **Day** to change your calendar view.

6. Select **Calendar Search** to search for catalog items on your calendar.

7. Select **Calendar Options** to update your calendar preferences, such as the first day of the week. You have successfully browsed the VA TMS catalog.

Browse Catalog **Calendar of Offerings**

Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

Month of: March 2014

**Calendar Search** **Calendar Options**

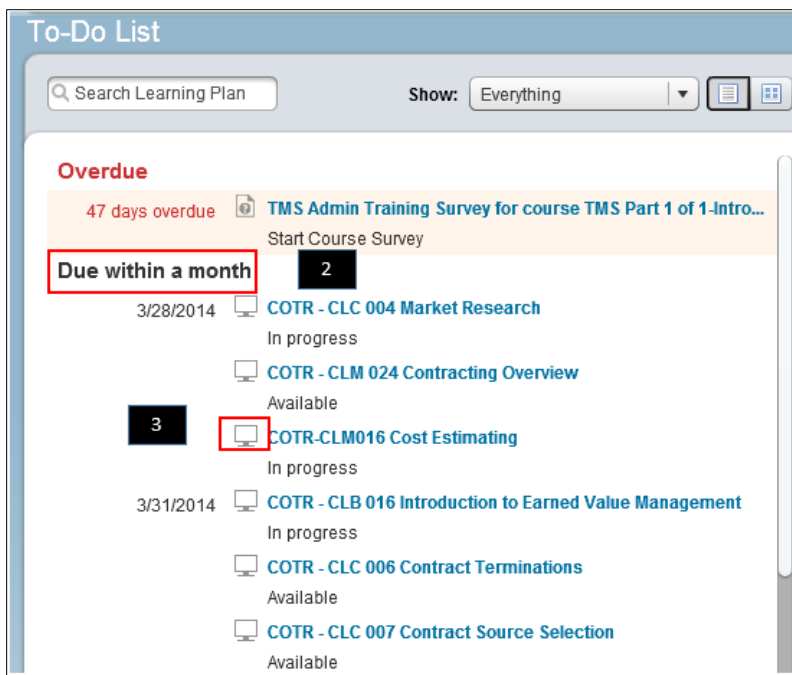
**Calendar of Offerings** 5

Sunday	Monday	Tuesday	Wednesday	Thursday	6	7
23	24	25	26	27	28	
2	3	4	5	6	7	
		Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Env. of Care, Safety & Inf. Ctrl. (1 Offering)	Acquisition & Procurement (2 Offerings) Care Management (1 Offering) Contracting (1 Offering)	Acquisition & Procurement (2 Offerings) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering)	Acquisition & Procurement (1 Offering) Contracting (1 Offering) Diagnostics & Clinical Topics (1 Offering)	

## Display Your To-Do List

1. Navigate to the **User** home page to display your To-Do List.
2. Your To-Do List will always show **Overdue** items first, highlighted in red. Next, **items due within a week, due within a month**, and then **due later** will display (as appropriate). **Items with no due date** will appear at the bottom.
3. Each item on the To-Do List has an icon next to it to indicate the type of training. In the example below the highlighted item, a **computer** icon, indicates Online training.

**Note:** An **instructor** icon indicates instructor-led training. The **computer** icon indicates online training. The **instructor/computer** icon indicates blended learning. The **page** icon indicates other learning, such as an assessment or survey.

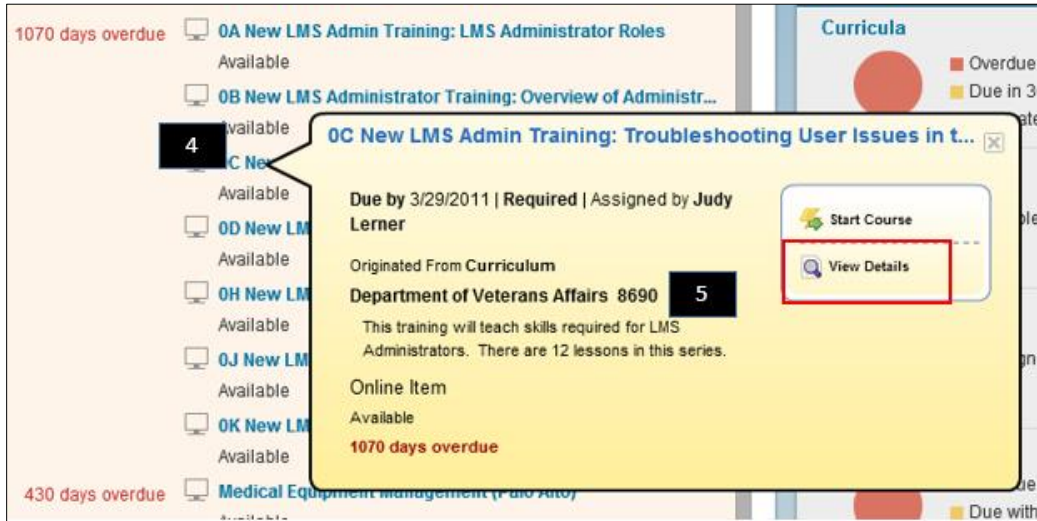


The screenshot shows a 'To-Do List' window with a search bar and a 'Show: Everything' dropdown. The list is categorized into 'Overdue' and 'Due within a month' sections. The 'Overdue' section shows '47 days overdue' for 'TMS Admin Training Survey for course TMS Part 1 of 1-Intro...' with a 'Start Course Survey' button. The 'Due within a month' section shows items due by 3/28/2014 and 3/31/2014. A red box highlights the 'Due within a month' header and the 'COTR-CLM016 Cost Estimating' item, which has a computer icon and is marked 'In progress'.

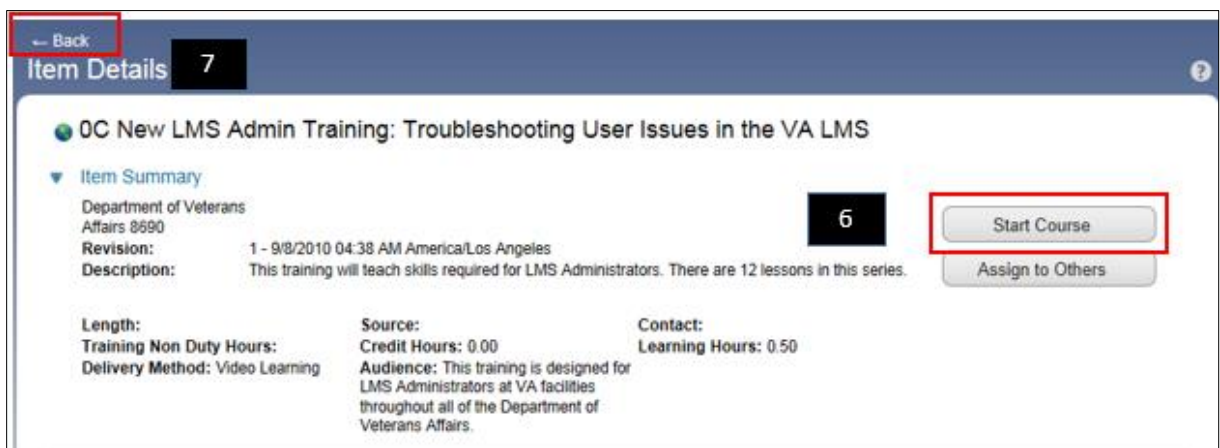
Category	Due Date	Item	Status	Icon
Overdue	47 days overdue	TMS Admin Training Survey for course TMS Part 1 of 1-Intro...	Start Course Survey	Survey
Due within a month	3/28/2014	COTR - CLC 004 Market Research	In progress	Computer
		COTR - CLM 024 Contracting Overview	Available	Computer
	3/31/2014	COTR-CLM016 Cost Estimating	In progress	Computer
		COTR - CLB 016 Introduction to Earned Value Management	In progress	Computer
		COTR - CLC 006 Contract Terminations	Available	Computer
		COTR - CLC 007 Contract Source Selection	Available	Computer



4. When you place your cursor over an item in **List View**, a new window appears that provides more information about the item and links to various actions.
5. Select **View Details**.



6. This page displays all of the details for the course. Select **Start Course** to launch the online content.
7. Select **Back** to return to your home page.





8. Select the **Card View** icon to change the display of your To-Do List from a list to individual cards. You can take actions such as **Start Course** or **View Details** from this view. You have successfully displayed your To-Do List.

3/28/2014

**COTR - CLM 024 Contracting Overview**

Due by 3/28/2014 | Required | Assigned by CLARENCE BASHSHAR



**Department of Defense 74379** **8**

The Contracting Overview module gives an overview of the market research process, the process for developing criteria or factors...[more](#)

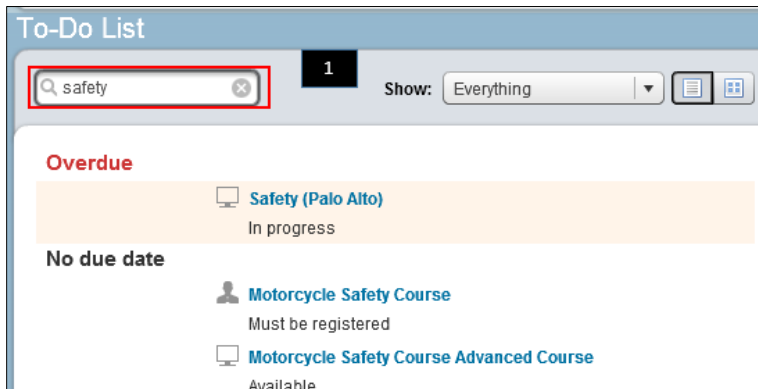
22 days remaining Available

 Start Course

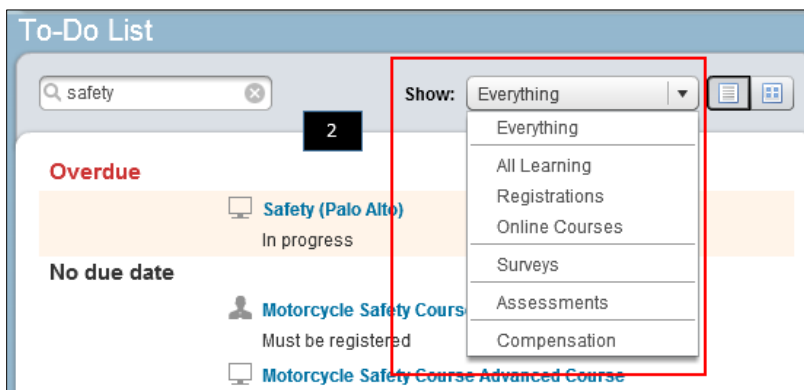
 View Details

## Search Your To-Do List

1. Enter keywords in the **Search** textbox to search for items on your To-Do List.



2. Select the **Show** drop-down list to customize your search. For example, you can select **Online Courses** to display only your online courses. You have successfully searched your To-Do List.



## Add Items to Your To-Do List

1. In the Catalog Search Textbox on the user home page, enter letters or words to return all catalog items containing that information.
2. Select **Go**.

3. You can also select the **Browse** link to search for courses.

4. Once you find the desired course on the Catalogs Search Results page, select **Add to Learning Plan** to add the item to your To-Do List. You have successfully added items to your To-Do List.

Catalog Search Results				
Title ▲	Type	Price	Status	Action
1 Webinar - An Introduction to the VA Program/Project Management FAC-P/PM Certification		0.00 (USD)	--	<div>Add to Learning Plan</div> <div>Start Course</div> <div>Assign to Others</div>
501 Questions and Answers for Company Directors and Company Secretaries		0.00 (USD)	--	<div>Add to Learning Plan</div> <div>Start Course</div> <div>Assign to Others</div>

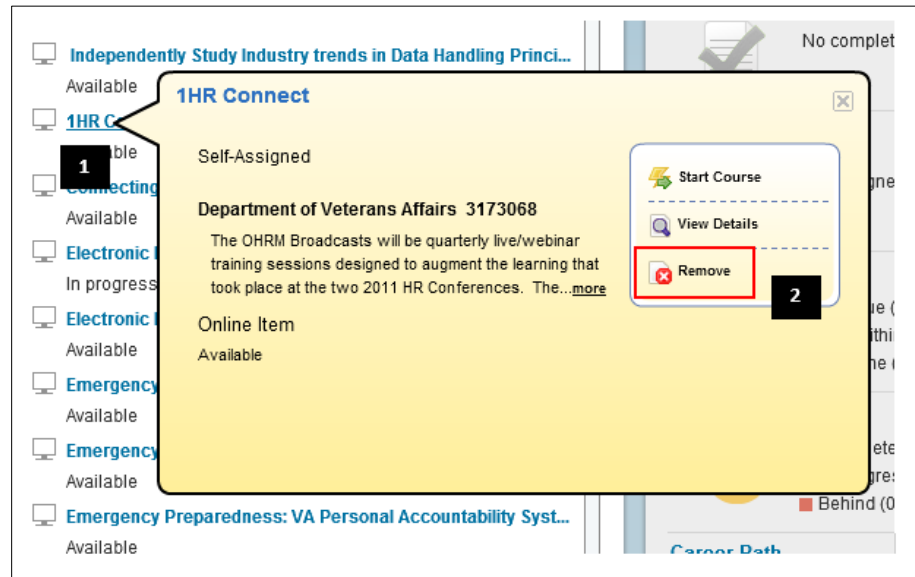
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**Helpful Hints:**

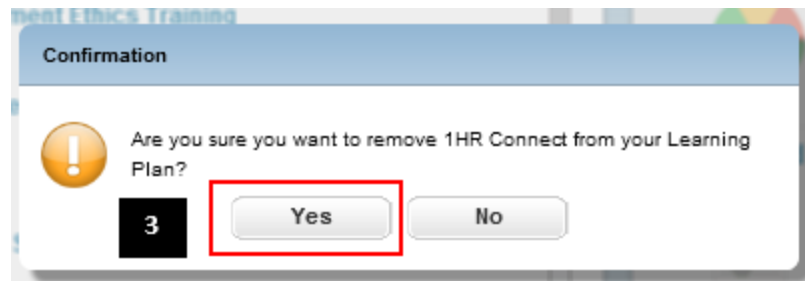
- Not all items can be automatically added to your To-Do List. However, you can usually self-register for an online course and add it to your own To-Do List, and some classroom-based training may also allow self-registration.
- For items that do not allow self-registration, follow the VA TMS prompts to request registration pending approval from your supervisor or administrator.

## Remove Items from Your To-Do List

1. To remove an item, hover over an item (in List View) on your To-Do List on the User home page.
2. Select the **Remove** link.



3. Select **Yes** to confirm that you want to delete the item. You have successfully removed an item from your To-Do List.



### Helpful Hints:

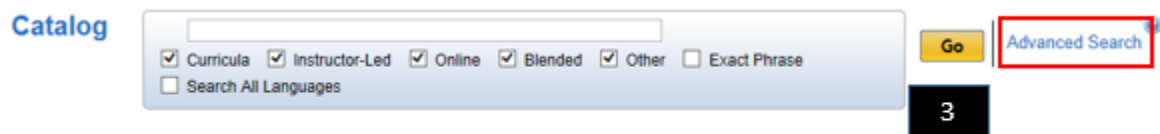
- You can only remove items that you have added yourself. Items assigned by someone else can only be removed by an approved administrator.

## Register for VA TMS Courses

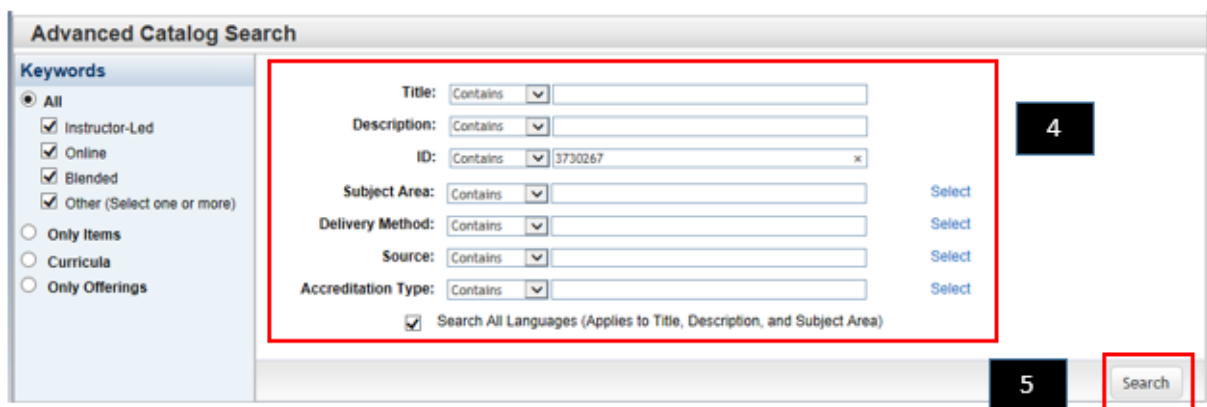
1. Navigate to the **User** home page.
2. Select **Browse**.



3. Select **Advanced Search**.

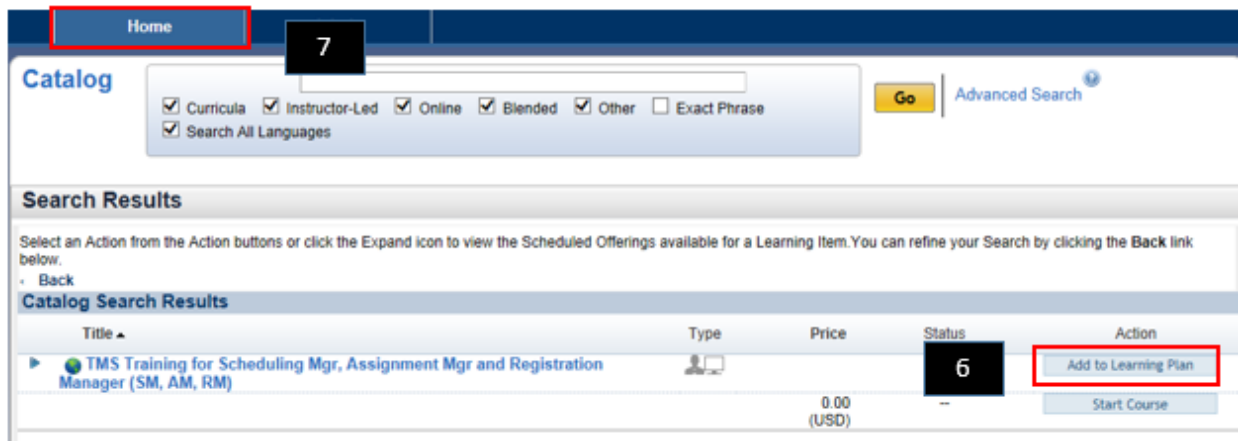


4. Enter your **advanced search criteria**.
5. Select **Search**.

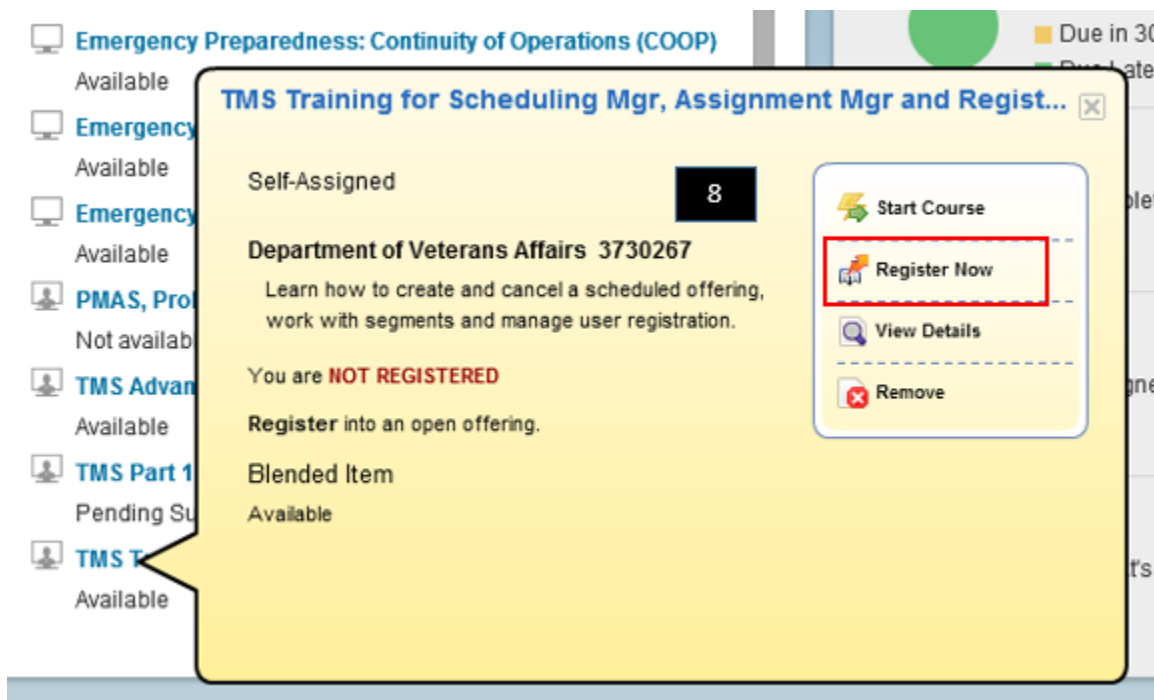




6. Select **Add to Learning Plan**. **Note:** The To-Do List is sometimes referred to as the Learning Plan in the VA TMS.
7. Select **Home** to return to your To-Do List.



8. Hover over the item on your To-Do List and select **Register Now**.







9. Select **Register Now** for the scheduled offering you wish to participate in.

**Registration** [Help](#)

TMS Training for Scheduling Mgr, Assignment Mgr and Registration Manager (SM, AM, RM)  
VA 3730267  
Revision: 1 - 5/31/2012 05:15 PM America/New York  
Item Description: Learn how to create and cancel a scheduled offering, work with segments and manage user registration.

▼ Assignment Information

Required Date:	Completion Date:	Days Remaining:
Assignment Type: Required	Assignment Date: 2/14/2014	Assigned By:

► Current Registration

▼ Dates and Times

Day (s)	Start	End	Location	Available Seats	Price	Action
1	3/10/2014 01:00 PM America/New York	3/10/2014 04:30 PM America/New York	- 1-800-767-1750 access code 48596	19	9 0.00 (USD)	<a href="#">View Details</a> <a href="#">Register Now</a>

► Request Schedule

10. Enter any comments you would like associated with your registration.

11. Select **Confirm**. You have successfully registered for a VA TMS course.

**Registration** [Help](#)

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

**Offering**

TMS Training for Scheduling Mgr, Assignment Mgr and Registration Manager (SM, AM, RM)  
VA 3730267  
Revision: 1 - 5/31/2012 05:15 PM America/New York  
Start Date: 3/10/2014 01:00 PM America/New York  
End Date: 3/10/2014 04:30 PM America/New York  
Capacity: 4 of 23 enrolled, 0 waitlisted  
Price : 0.00 (USD)

**Registration Comments** 10

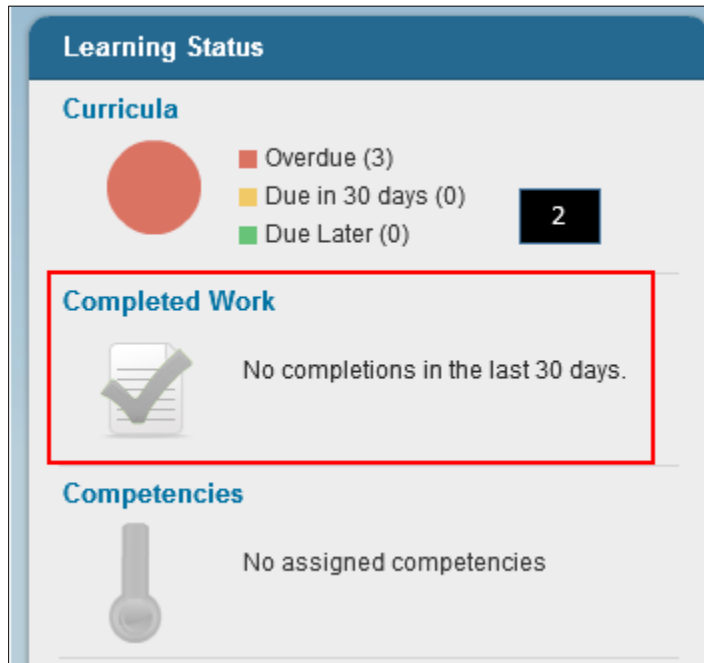
User Name:  
Registration Status: ENROLL (Enrolled)  
Accreditation Requested: ▼

Comments: 11

[Previous](#) [Confirm](#)

## Access and Filter Completed Work

1. Navigate to the **User** home page.
2. Select the **Completed Work** tab in the Learning Status section of your home page.





- This page lists all of the learning events that you have completed, along with their status and completion dates. Select the **drop-down arrow** next to **Show Completions** to filter the display of your completed work. This feature allows you to display completed work after, before, or between certain dates.

The screenshot shows the 'Completed Work' page with a table of learning events. A dropdown menu is open next to the 'Show Completions' label, showing options: All, After, Before, and Between. The 'All' option is currently selected.

Type	Title	Status	Completion Date
Learning	Annual Government Ethics Training	Complete	11/26/2013
Learning	Contractors in the Workspace w/OGC	Complete	11/18/2013 02:00 PM
Learning	VALU Employee FedTraveler.com User and Alternate Pr	Complete	9/19/2013 01:26 PM
Learning	Award Preparation/Award/Post-Award/Closeout	Complete	9/18/2013 04:34 PM
Learning	TMS Part 2 of 3 Training for Domain Mgr, Learning Mgr, I	Complete	9/18/2013 04:30 PM
Learning	Proposal Evaluations	Complete	9/18/2013 04:17 PM
Learning	Unauthorized Commitments (UAC)	Complete	9/18/2013 04:13 PM

- For example, if you select **Between** from the drop-down list, you will enter specific date range and then select **Find**. Only those completed items within the date range will appear. You have successfully accessed and filtered your completed work.

The screenshot shows the 'Completed Work' page with the 'Show Completions' dropdown set to 'Between'. A red box highlights the date input fields, which are currently empty and labeled 'MM/DD/YYYY'. A red error message 'The date input is not valid' is displayed above the first field. A 'Find' button is visible next to the date fields.

## Print Completion Certificates

1. If you hover over an item on your Completed Work page, you can choose to display details, print a completion certificate, or review content. Select **Print Certificate**.

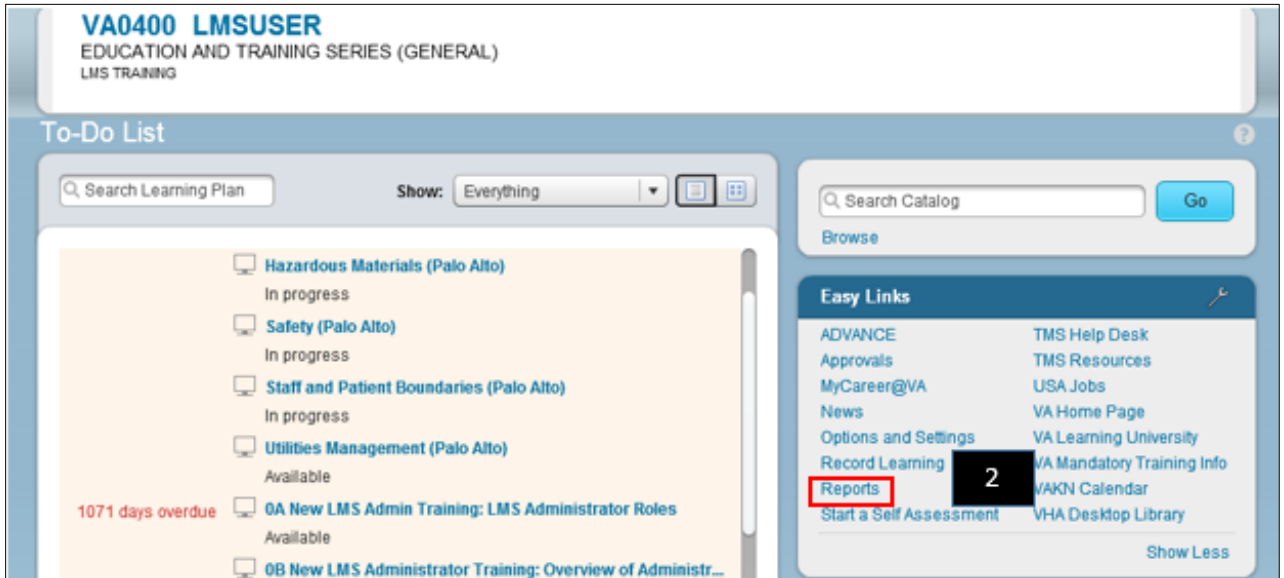


2. You have successfully printed a completion certificate. Below is a sample **Certificate of Completion**.



## Print Your Learning History

1. Navigate to the **User** home page.
2. Select the **Reports** easy link.



VA0400 LMSUSER  
EDUCATION AND TRAINING SERIES (GENERAL)  
LMS TRAINING

To-Do List

Search Learning Plan Show: Everything

- Hazardous Materials (Palo Alto)  
In progress
- Safety (Palo Alto)  
In progress
- Staff and Patient Boundaries (Palo Alto)  
In progress
- Utilities Management (Palo Alto)  
Available
- 1071 days overdue OA New LMS Admin Training: LMS Administrator Roles  
Available
- OB New LMS Administrator Training: Overview of Administr...

Search Catalog Go

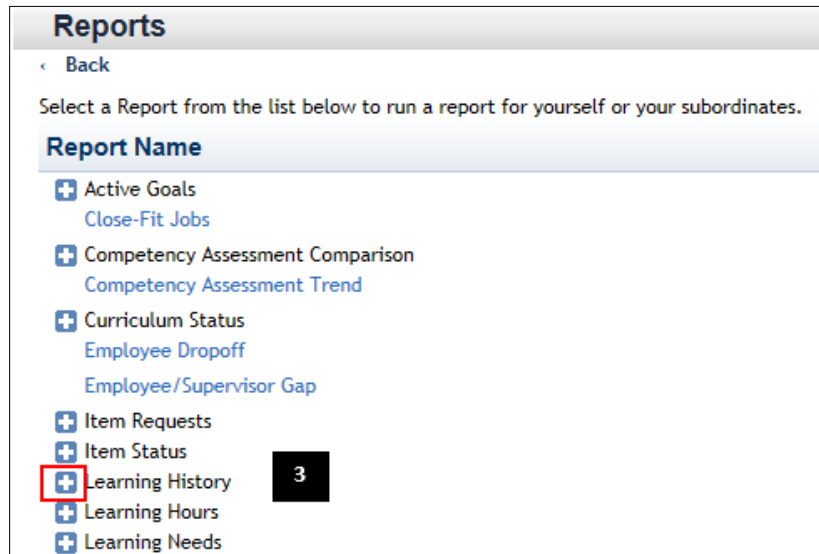
Browse

Easy Links

ADVANCE	TMS Help Desk
Approvals	TMS Resources
MyCareer@VA	USA Jobs
News	VA Home Page
Options and Settings	VA Learning University
Record Learning	VA Mandatory Training Info
<b>Reports</b>	VAKN Calendar
Start a Self Assessment	VHA Desktop Library

Show Less

3. This page lists all of the reports that you can run on yourself in the VA TMS. Select the **plus sign** next to **Learning History**.

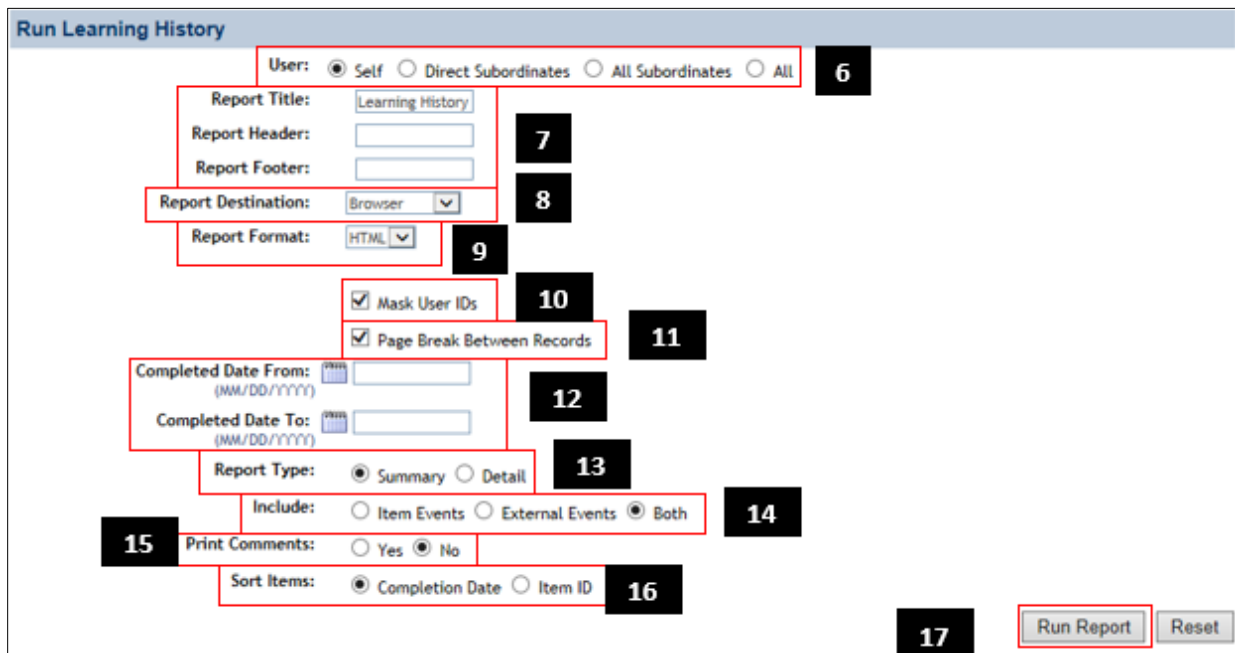


4. Select **Learning History** from the drop-down list. **Note:** The Learning History (CSV) option will generate your report into a spreadsheet format.



6. This page allows you to enter specific criteria in order to filter report results. You can choose to run a report for **Self**, **Direct Subordinates**, **All Subordinates**, or **All**.
7. You can add a **Report Title** and **header** or **footer**.
8. You can send the report to your **browser** or **local file**. The browser is the most common default.
9. You can select the applicable **Report Format**, either HTML or PDF.
10. In some organizations, users' IDs are classified as sensitive information. To hide user IDs, you can check **Mask User IDs**.
11. You can check **Page Break Between Records** if you want to start each report record on a new page.
12. You can select the **calendar icon** to enter date ranges for reports.

13. You can select the **Report Type** as Summary or Detail.
14. You can choose to include **Item Events**, **External Events**, or **Both** in your report.
15. You can choose to **Print Comments** in your report.
16. You can choose to **Sort Items** by Completion Date or Item ID.
17. Once you have entered your report criteria, select **Run Report**. You have successfully printed your Learning History.

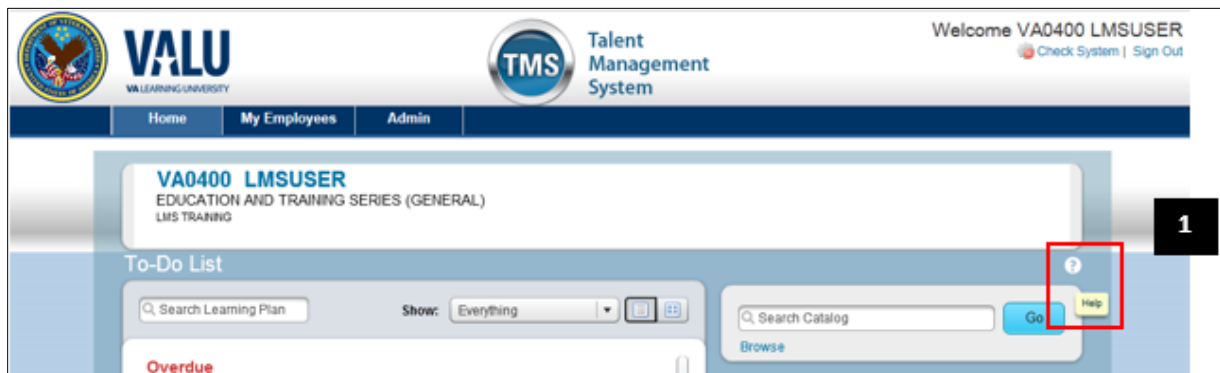


The screenshot shows the 'Run Learning History' form with the following fields and callouts:

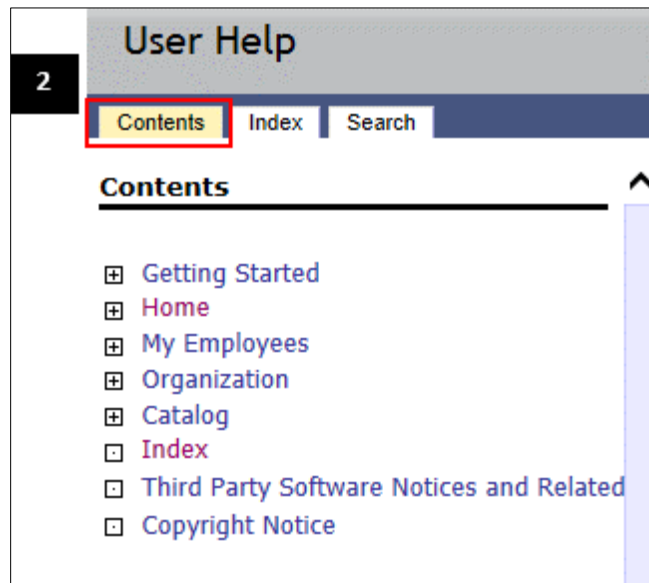
- 6**: User selection (Self, Direct Subordinates, All Subordinates, All)
- 7**: Report Title (Learning History)
- 8**: Report Header
- 9**: Report Footer
- 8**: Report Destination (Browser)
- 9**: Report Format (HTML)
- 10**: Mask User IDs (checked)
- 11**: Page Break Between Records (checked)
- 12**: Completed Date From (MM/DD/YYYY)
- 12**: Completed Date To (MM/DD/YYYY)
- 13**: Report Type (Summary, Detail)
- 14**: Include (Item Events, External Events, Both)
- 15**: Print Comments (Yes, No)
- 16**: Sort Items (Completion Date, Item ID)
- 17**: Run Report button

## Access and Navigate VA TMS Help

1. Select the **Help question mark icon** which is located in the upper right portion on every VA TMS page.



2. From here you can access three different Help functions – Contents, Index, or Search. Select **Contents** to choose a topic and learn more about it.

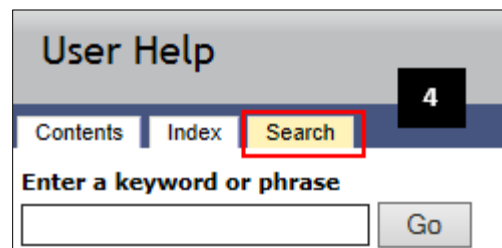




3. Select **Index** to display a detailed, alphabetical list of subject areas that you can choose to learn more about.



4. Select **Search** to open a textbox where you can type and search on keywords. You have successfully accessed and navigated the VA TMS Help.



### Helpful Hints:

- Select the TMS Help Desk easy link to locate contacts for additional assistance with the VA TMS.